

CC- 609 Human Resource Management

Time - 3 Hour

Maximum Marks:50 (Pass Marks: 20)

This question paper contains 2 printed page/s.

Section A

Attempt any two of the following, from Section A. Each question carries 10 marks.

Q1. You have been appointed as a HR manager in the development sector. Explain the functions you would be carrying out as an HR manager.

(10 marks)

Q2. Assume that you've been asked to conduct a job analysis for a project manager in the development sector at your organization. Prepare the job analysis for this profile.

(10 marks)

Q3. Write short notes on **any two** of the following:

(2x5=10 marks)

- a. Work life balance
- b. HRM in mergers and acquisitions
- c. Organization Culture

Section B

Attempt **any three** of the following, from Section B. Each question carries 5 marks.

Q4. Rajat has been employed for six months in an NGO dealing with community health. A formal investigator was appointed to monitor and determine the contribution of each employee in the NGO. Investigator found that Rajat is a poor performer with numerous errors. As an HR expert, what remedial training programs do you suggest to improve the performance of Rajat? And Why?

(5 marks)

Q5. Explain the objective of Minimum Wages act.

(5 marks)

Q6. LEAP International works to establish community-based programs that are focused on shared meaningful experiences. It provides training, resources, and service-learning experiences to schools, churches, civic organizations, and businesses designed to catalyze healthy relationships and healthy community. As an HR manager of this organization suggest a method for job evaluation for the position of a project manager to your organization.

(5 marks)

Q7. "Human resource planning is a prerequisite for effective management of human resources." Comment.

(5 marks)

Section C

Case Study (15 Marks)

Vishal Industries Ltd. is a medium sized engineering factory employing 250 employees. The Factory Manager advised the Personnel Manager of the company to select a right man to fill up the vacancy of a "Time-Keeper". The Personnel Manager inserted an advertisement for this post in prominent local newspapers and received a large number of applications although specific job description and job requirements were embodied in the advertisement. After preliminary screening of applications, the Personnel Manager selected only 6 applications out of 197 and sent them "Application Blank" for collecting their detailed information. On receipt of Applications and on further scrutiny, it was observed that two candidates were age-barred, although they had a good experience at their credit and one candidate had a suspicious personal life. The Personnel Manager therefore selected only 3 candidates and sent them call-letters for a personal interview on a stipulated date.

Only two candidates out of three appeared for the interview before the Interview Panel consisting of three interviewers. The panel had therefore to take a decision on selection, either of Mr. Tukaram Patil or Mr. Girish Mahajan. The personal merits and weakness of these two candidates are as follows:

Mr. Tukaram Patil, a young man of 30 years, has worked for a year in the Time Office of a reputed company. He is an exceptionally sociable, amicable individual who enjoys mixing with employees. His verbal skills are average. but he has a good degree of hardness. He can sit late in office and prepare payrolls of employees and complete the checking of paysheets a day before the actual date of payment. He does not demand extra remuneration or over-time for sitting late hours in office. He is a good sportsman also and has worked as a secretary of a sports club. A glaring weakness as revealed during the interview is that Mr. Patil's memory is not strong, and he may forget a task assigned to him. But he is straight forward and frankly accepts his limitations.

Mr. Girish Mahajan, is also a youth, aged 25, and has a good personality. above average communication skills, but at times is "rough" In dealing with people. His clerical and computational skills are excellent. He does not on his own mix with people or take part in extracurricular activities. He joined a textile mill as a clerk in the Time Office and was promoted to the post of Assistant Time Keeper within a period of 5 years. He is against the principle of sitting late in office. His sense of time keeping punctuality is good and regular. He feels that attendance of employees must be posted in the regular register on the same day and pay sheets must be kept ready on 1st of every month and sent to A/c Department, for checking before 3rd inst. Similarly, he prepares PF/ESI statements and returns in time and submits the same to respective Government authorities in time. However, Mr. Girish Mahajan is short tempered and at times he also had heated arguments with managerial executives. He limits his existence to his working table and if anybody unconnected with the time-office work comes near his table, he loses his temper.

Q8. Answer the following questions, based on the above case study: (15 marks)

(a) In terms of overall capabilities and job requirements, whom will you recommend out of the two candidates, in your capacity as an HR Manager?

(b) What are the criteria of your decision?

(c) As a Manager HR, what will you do to improve the interpersonal relations in the organization?